

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible law enforcement positions, the primary duties of which are assisting in the management of a shift in the police department, supervising the work of subordinate personnel, and providing for the general care, maintenance, and use of departmental equipment. Police Lieutenants supervise law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations. Employees of this class provide training and technical assistance to subordinate employees. Police Lieutenants work with a high degree of independence in the performance of their tasks, with work reviewed by the Deputy Chief of Police. This class ranks directly below that of Deputy Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations. Conducts inspections of assigned department services, evaluates the effectiveness of these services, and makes recommendations to superior officers to correct or improve problem areas. Participates in an internal affairs review process to investigate complaints against department personnel and to maintain departmental standards. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises and inspects subordinate police department employees in order to ensure that the goals and standards of the department are being met. Reviews reports and the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Sets work schedules and approves leave. Evaluates work performance and counsels employees who are experiencing work problems. Provides on-the-job training for department members, including serving as instructor and providing assistance in technical areas of work. Maintains discipline.

Supervises the preparation and maintenance of departmental records and reports. Completes forms or records to document the activity

of the department. Utilizes the department's computer system and the NCIC computer network to enter and retrieve information relating to criminal activity. Compiles and analyzes data needed for the preparation of reports.

Promotes a positive public image of the department in the performance of duties. Coordinates the work of the department with other agencies, providing assistance and releasing information when needed. Answers inquiries or handles complaints from the public about the operations of the department, or other related areas of law enforcement operations.

Supervises the general care, maintenance, and use of department equipment, vehicles, stations and grounds. Inspects equipment or property after repairs to see that repairs were properly accomplished. Makes recommendations for the purchase of equipment and supplies.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant with at least one (1) year in that class immediately preceding the closing date for application to board.

DR	01-12-77
Rev	12-13-78
	04-11-79
	05-09-79
	09-10-80
	08-12-87
	10-13-93
	10-12-94
	08-11-99
	03-15-00
	03-10-04
	06-13-12
	06-11-14